

my|CalPERS Payroll

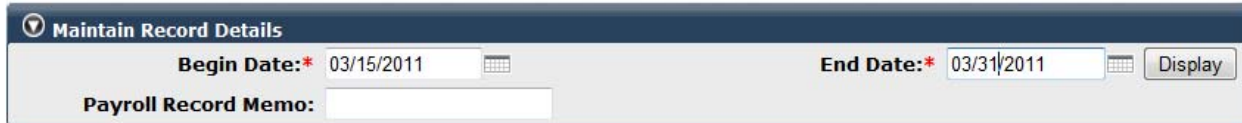
How to Add a Payroll Adjustment for a Retroactive Salary Increase

Scenario: A Participant received a pay raise three months ago but it wasn't reported on any payroll. Now the Business Partner is adding this adjustment to their current monthly payroll. This can be done in a lump sum; however, if the pay raise was in the middle of the pay period, it's recommended that they add the first month's adjustment separately. The rest can be combined.

Example: The Business Partner reports payroll monthly. It's June and the Participant got a pay increase on March 15th. The Business Partner would add a payroll record for the March pay increase then add a separate payroll record combining the pay increase for April and May.

After copy forwarding a prior payroll,

1. Do a search within Search a Record in the Report for the Participant.
2. In the Records Present in the Report, select the Add New button.
3. In the Maintain Record Details, change the Begin Date and End Date of the prior period of when the Participant earned the increase in pay, and then select the Display button.

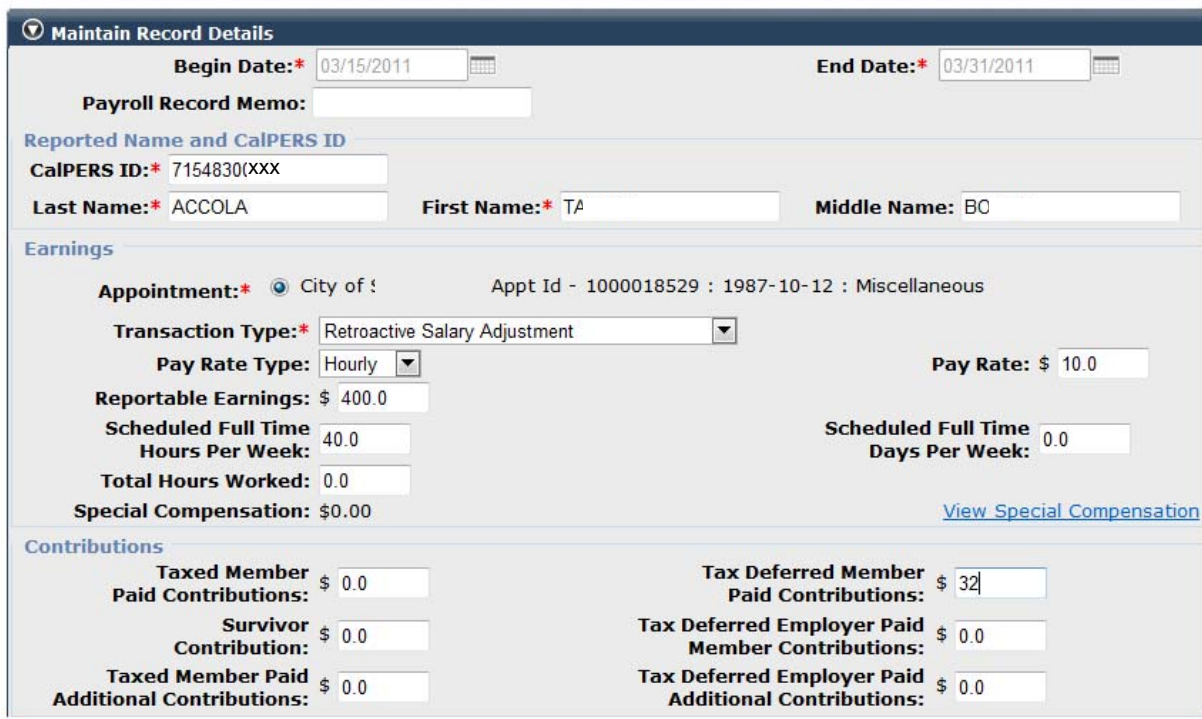


Maintain Record Details

Begin Date: * 03/15/2011 **End Date:** * 03/31/2011 **Display**

Payroll Record Memo:

4. Complete the Maintain Record Details section using the Transaction Type: Retroactive Salary Adjustment, and then select the **Save & Continue** button, so that you can add the next payroll record for April and May.
Note: If this was the only retroactive salary adjustment being added, you would select the Save & Exit button.



Maintain Record Details

Begin Date: * 03/15/2011 **End Date:** * 03/31/2011

Payroll Record Memo:

Reported Name and CalPERS ID

CalPERS ID: * 7154830(XXX)

Last Name: * ACCOLA **First Name:** * TA **Middle Name:** BC

Earnings

Appointment: * City of : Appt Id - 1000018529 : 1987-10-12 : Miscellaneous

Transaction Type: * Retroactive Salary Adjustment

Pay Rate Type: Hourly **Pay Rate:** \$ 10.0

Reportable Earnings: \$ 400.0

Scheduled Full Time Hours Per Week: 40.0 **Scheduled Full Time Days Per Week:** 0.0

Total Hours Worked: 0.0

Special Compensation: \$0.00 [View Special Compensation](#)

Contributions

Taxed Member Paid Contributions:	\$ 0.0	Tax Deferred Member Paid Contributions:	\$ 32
Survivor Contribution:	\$ 0.0	Tax Deferred Employer Paid Member Contributions:	\$ 0.0
Taxed Member Paid Additional Contributions:	\$ 0.0	Tax Deferred Employer Paid Additional Contributions:	\$ 0.0

Save & Continue **Clear** **Save & Exit**

my|CalPERS Payroll

How to Add a Payroll Adjustment for a Retroactive Salary Increase

5. Within the Maintain Record Details section, enter the Begin Date and End Date for April and May, and then select the Display button. Repeat step 4, and then select the Save & Exit button.

Payroll Report Details			
Participant			
SSN: xxx-xx-2828	CalPERS ID: 71548301 xxx	Participant Status: Active	
Name: T. ACCOLA			
Report			
Report Type: Payroll - Earned Period	Earned Period: 06/01/2011 - 06/30/2011	Report Status: Pending Release	
Program: CalPERS	Schedule Name:	Test Report: No	
Record			
Record Status: Pending Validation		Record Count: 1 of 1	

Maintain Record Details		
Begin Date: *	04/01/2011	End Date: *
Payroll Record Memo:		05/31/2011
		Display

Save & Continue Clear Save & Exit